

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: June 19, 2019	Time: 6:00-8:00 PM
Location: 500 Ellinwood Way, Pleasant Hill, CA	
Meeting Leader: Veronica Gutierrez	
Purpose: Conduct Regular Monthly Meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or Subcommittee meetings. Please contact PC Staff at least 48 hours before the meeting at (925) 646-5595.

Persons, who wish to address the CSB Policy Council during public comment or with respect to an agenda item, will be limited to two minutes.

Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

An icebreaker to open communication and build connection among Policy Council members.

Monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

Subcommittee updates so all representatives are informed of discussion items and outcomes.

A training on the Make Parenting a Pleasure curriculum to enhance Policy Council members' understanding of the parenting curriculum CSB offers and makes available to parents throughout the program.

Community Assessment updates to enhance our understanding of the strengths and needs in our community.

A presentation on 2018-19 Parent Survey results to gain an awareness of parent feedback relating to program quality.

Site Reports so that we may celebrate our children, families, and staff's co-partnering efforts to build partnerships and community.

Announcements so that we may be informed of Bureau news and available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Emma Duran	3 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Delphine Smith	2 Minutes
Public Comment	Present	Member of the Public	1 Minute
Correspondence	Present Clarify	Katie Cisco	1 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Veronica Gutierrez	5 Minutes

Ice Breaker	Present Clarify Check for understanding	Veronica Gutierrez	7 Minutes
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	Present Clarify Check for understanding	Katharine Mason Haydee Ilan	20 Minutes
Report: <ul style="list-style-type: none"> Subcommittee Updates 	Present Clarify Check for understanding	Subcommittee Leads	5 Minutes
Training: <ul style="list-style-type: none"> Make Parenting a Pleasure 	Present Clarify Check for understanding	Shawn Powers Stephanie Canulli	30 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of May 15, 2019 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Veronica Gutierrez	3 Minutes
Report: <ul style="list-style-type: none"> Community Assessment Report 	Present Clarify Check for understanding	Nelly Ige	20 Minutes
Report: <ul style="list-style-type: none"> 2018-2019 Parent Survey Results 	Present Clarify Check for understanding	Amy Wells	15 Minutes
Site Reports	Present Clarify Check for Understanding	Two Site Representatives	5 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	2 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute

Enrollment and Attendance Report to Policy Council May 2019

Enrollment:

- HS – 99.5%
- EHS – 101.93%
- EHS-CCP – 100%
- EHS-CCP2 –102.11%

Attendance:

- HS – 84.24%
- EHS – 83.14%
- EHS-CCP – 92.03%
- EHS-CCP2 –85.54%

Informe de Inscripción y Asistencia al Consejo de Políticas Mayo 2019

Inscripción:

- HS – 99.5%
- EHS – 101.93%
- EHS-CCP – 100%
- EHS-CCP2 –102.11%

Asistencia:

- HS – 84.24%
- EHS – 83.14%
- EHS-CCP – 92.03%
- EHS-CCP2 –85.54%

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2019

AS OF APRIL 2019

DESCRIPTION	April YTD Actual	Total Budget	Remaining Budget	33% %YTD
a. PERSONNEL	\$ 1,480,233	\$ 4,302,643	\$ 2,822,410	34%
b. FRINGE BENEFITS	951,627	2,746,259	1,794,632	35%
d. EQUIPMENT	-	24,000	24,000	0%
e. SUPPLIES	101,213	235,500	134,287	43%
f. CONTRACTUAL	267,151	2,650,628	2,383,477	10%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,110,956	5,761,049	4,650,093	19%
I. TOTAL DIRECT CHARGES	\$ 3,911,179	\$ 15,720,079	\$ 11,808,900	25%
j. INDIRECT COSTS	383,614	903,555	519,941	42%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 4,294,794	\$ 16,623,634	\$ 12,328,840	26%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 1,331,134</i>	<i>\$ 4,155,909</i>	<i>\$ 2,824,775</i>	<i>32%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2019

AS OF APRIL 2019

DESCRIPTION	April YTD Actual	Total Budget	Remaining Budget	33% % YTD
a. PERSONNEL	\$ 78,676	\$ 241,295	\$ 162,619	33%
b. FRINGE BENEFITS	49,291	136,908	87,617	36%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	1,173	17,300	16,127	7%
f. CONTRACTUAL	161,306	1,284,300	1,122,994	13%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	544,137	1,897,915	1,353,778	29%
I. TOTAL DIRECT CHARGES	\$ 834,583	\$ 3,577,718	\$ 2,743,135	23%
j. INDIRECT COSTS	25,308	50,672	25,364	50%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 859,891	\$ 3,628,390	\$ 2,768,499	24%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 214,973</i>	<i>\$ 907,098</i>	<i>\$ 692,125</i>	<i>24%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

EARLY HEAD START CHILD CARE PARTNERSHIP #1

BUDGET PERIOD JULY 2018 - JUNE 2019

AS OF APRIL 2019

DESCRIPTION	YTD Actual	Total Budget	Remaining Budget	83% % YTD
a. PERSONNEL	\$ 261,153	\$ 297,675	\$ 36,522	88%
b. FRINGE BENEFITS	156,867	206,426	49,559	76%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	8,565	9,600	1,035	89%
f. CONTRACTUAL	287,919	467,260	179,342	62%
g. CONSTRUCTION			-	0%
h. OTHER	51,459	71,999	20,540	71%
I. TOTAL DIRECT CHARGES	\$ 765,962	\$ 1,052,960	\$ 286,998	73%
j. INDIRECT COSTS	97,078	66,120	(30,958)	147%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 863,040	\$ 1,119,080	\$ 256,040	77%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 232,209</i>	<i>\$ 279,770</i>	<i>\$ 47,561</i>	<i>83%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

EARLY HEAD START CC PARTNERSHIP #2

BUDGET PERIOD SEPTEMBER 2018 - AUGUST 2019

AS OF APRIL 2019

DESCRIPTION	YTD Actual	Total Budget	Remaining Budget	67% % YTD
a. PERSONNEL	\$ 412,350	\$ 622,636	\$ 210,286	66%
b. FRINGE BENEFITS	248,506	372,885	124,379	67%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	21,963	56,000	34,037	39%
f. CONTRACTUAL	482,737	1,058,400	575,663	46%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	799,291	1,388,659	589,368	58%
I. TOTAL DIRECT CHARGES	\$ 1,964,847	\$ 3,498,580	\$ 1,533,733	56%
j. INDIRECT COSTS	100,350	131,714	31,364	76%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 2,065,197	\$ 3,630,294	\$ 1,565,097	57%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 593,159</i>	<i>\$ 885,122</i>	<i>\$ 291,963</i>	<i>67%</i>

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE**

VISA/U.S.BANK

APRIL 2019

Acct. code	Stat. Date	Card Account #	Amount	Program	Purpose/Description
2102	04/22/19	xxxx1416	396.40	HS Basic Grant	Books, Periodicals
2102	04/22/19	xxxx1907	845.25	HS Basic Grant	Books, Periodicals
2102	04/22/19	xxxx8777	138.10	HS Basic Grant	Books, Periodicals
			\$ 1,379.75		
2131	04/22/19	xxxx1907	(124.45)	Indirect Admin Costs	Minor Furniture/Equipment
2131	04/22/19	xxxx1907	71.98	Indirect Admin Costs	Minor Furniture/Equipment
2131	04/22/19	xxxx1907	324.16	EHS-Child Care Partnership #2	Minor Furniture/Equipment
2131	04/22/19	xxxx0494	24.98	Home Base HS	Minor Furniture/Equipment
			\$ 296.67		
2150	04/22/19	xxxx0494	1,220.82	Child Nutrition Food Services	Food
			\$ 1,220.82		
2200	04/22/19	xxxx8777	550.00	HS Basic Grant	Memberships
			\$ 550.00		
2251	04/22/19	xxxx1907	540.00	Indirect Admin Costs	Computer Software Cost
2251	04/22/19	xxxx1907	359.88	EHS-Child Care Partnership #2	Computer Software Cost
			\$ 899.88		
2303	04/22/19	xxxx4959	(227.33)	EHS-Child Care Partnership #2	Other Travel Employees
2303	04/22/19	xxxx4959	(227.32)	Head Start T & TA	Other Travel Employees
2303	04/22/19	xxxx4959	(214.01)	EHS-Child Care Partnership #2	Other Travel Employees
2303	04/22/19	xxxx4959	(214.00)	Head Start T & TA	Other Travel Employees
2303	04/22/19	xxxx4959	410.19	EHS-Child Care Partnership #2	Other Travel Employees
2303	04/22/19	xxxx4959	410.19	HS Basic Grant	Other Travel Employees
2303	04/22/19	xxxx4959	159.00	EHS-Child Care Partnership #2	Other Travel Employees
2303	04/22/19	xxxx4959	158.99	Head Start T & TA	Other Travel Employees
2303	04/22/19	xxxx4959	1,206.27	EHS-Child Care Partnership #2	Other Travel Employees
2303	04/22/19	xxxx1416	1,658.80	Facility Renovation & Repair (CRPM)	Other Travel Employees
2303	04/22/19	xxxx1416	1,314.71	EHS-Child Care Partnership #2	Other Travel Employees
2303	04/22/19	xxxx2364	1,352.71	EHS-Child Care Partnership #2	Other Travel Employees
2303	04/22/19	xxxx2364	552.72	HS Basic Grant	Other Travel Employees
2303	04/22/19	xxxx2364	552.72	EHS-Child Care Partnership #2	Other Travel Employees
2303	04/22/19	xxxx2364	224.70	Head Start T & TA	Other Travel Employees
2303	04/22/19	xxxx2364	224.70	EHS-Child Care Partnership #2	Other Travel Employees
2303	04/22/19	xxxx1907	419.99	HS Basic Grant	Other Travel Employees
2303	04/22/19	xxxx1907	445.06	HS Basic Grant	Other Travel Employees
2303	04/22/19	xxxx3016	898.80	Head Start T & TA	Other Travel Employees
2303	04/22/19	xxxx8777	1,658.80	HS Basic Grant	Other Travel Employees
2303	04/22/19	xxxx8777	1,827.32	HS Basic Grant	Other Travel Employees
2303	04/22/19	xxxx8798	510.22	HS Basic Grant	Other Travel Employees
2303	04/22/19	xxxx8798	314.98	Child Care Svs Program	Other Travel Employees
2303	04/22/19	xxxx8798	1,734.30	HS Basic Grant	Other Travel Employees
2303	04/22/19	xxxx8798	671.05	EHS-Child Care Partnership #2	Other Travel Employees
2303	04/22/19	xxxx8798	255.68	Child Care Svs Program	Other Travel Employees
			\$ 16,079.24		
2467	04/22/19	xxxx4959	210.00	EHS-Child Care Partnership #2	Training & Registration
2467	04/22/19	xxxx4959	210.00	HS Basic Grant	Training & Registration
2467	04/22/19	xxxx3016	318.00	FACS Mental Health Program	Training & Registration
			\$ 738.00		
2479	04/22/19	xxxx1899	3,763.63	Indirect Admin Costs	Other Special Dpmtal Exp
			\$ 3,763.63		
2490	04/22/19	xxxx4959	48.34	EHS-Child Care Partnership #2	Misc Services/Supplies
2490	04/22/19	xxxx1416	762.70	EHS Basis Grant	Misc Services/Supplies
2490	04/22/19	xxxx3016	130.63	FACS Mental Health Program	Misc Services/Supplies
2490	04/22/19	xxxx3016	513.25	EHS Basis Grant	Misc Services/Supplies
2490	04/22/19	xxxx8777	(83.79)	HS Basic Grant	Misc Services/Supplies
2490	04/22/19	xxxx8777	327.48	HS Basic Grant	Misc Services/Supplies
			\$ 1,698.61		
		Total	26,626.60		

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2018-2019

April 2019

14 Approved Sites



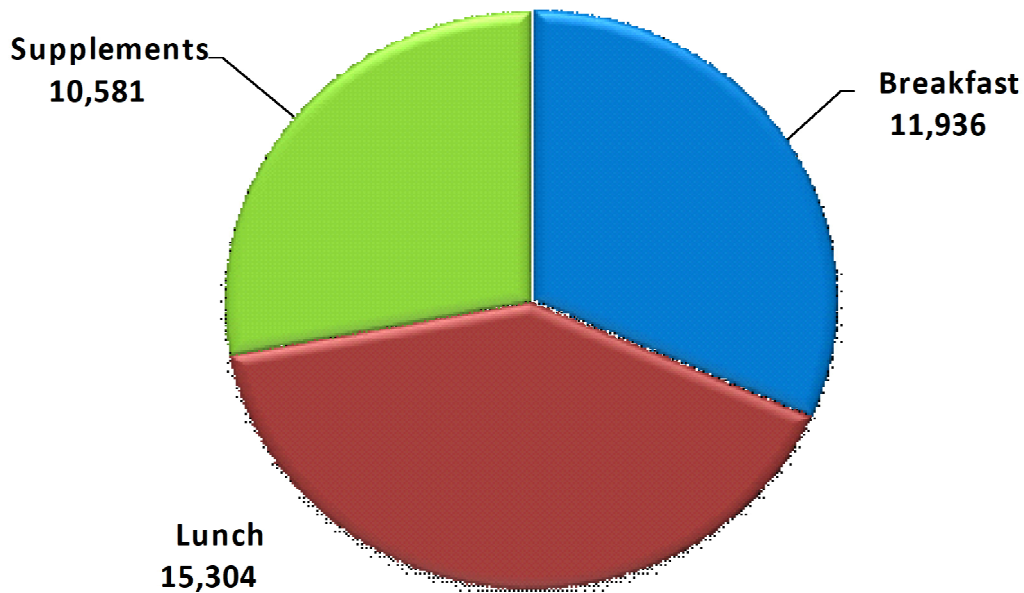
22 Days Meals Served



696 Daily Participation



37,821 Meals Served





Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 5/15/2019

Time Convened: 6:10 PM

Time Terminated: 7: 48 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none">• Veronica Gutierrez, Chair, called the meeting to order at 6:10 p.m.• Delphine Smith, Parliamentarian, reviewed the desired outcomes and ground meeting rules.
Public Comment	None
Correspondence	None
Parent Recognition	<p>The following staff were recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none">• Amtus Fariha, Teacher Assistant Trainee at Ambrose Children Center and Maria Ortega, Associate Teacher at Los Nogales Children Center. Both were presented with a certificate and book to acknowledge their dedication to the children and families. <p>Special thank you was given to CSB staff providing support during March 20, 2019 Policy Council meeting.</p>
Administrative Reports <ul style="list-style-type: none">• CSB Director• Division Manager• Fiscal	<p>Camilla Rand, Director, welcomed Policy Council representatives and acknowledged the staff who were recognized. She presented the following administrative updates:</p> <ul style="list-style-type: none">• Five hundred (500) CSB & Partner children are transitioning to Kindergarten this year. As the children phase out during the summer, new children will begin phasing into the program. During this time, we ask parents to be very diligent and help us ensure our established safety protocols at the centers are followed.• Our Centralized Eligibility Unit, piloted last year is in year two processing enrollment applications for directly operated and partner centers. Following our pilot year, many of our practices were refined - we are eager to hear parent feedback on how this process is working for them.• CSB is currently facing challenges with a teaching staff shortage. For the first time in so many years, teacher-child ratios have been a concern and unfortunately, as a result we have been forced to ask a few families to keep their children home. CSB is working diligently to resolve this issue to ensure we are fully staffed and able to provide quality services for children and families with safety as our number one priority. CSB's staff recruitment efforts are in full forces and include encouraging and supporting staff and parents to participate in our Teacher Apprenticeship and Work Study Programs. Parents interested in working with young children are encouraged to apply and spread the word in the community that we are hiring.



Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY
	<p>Katharine Mason, Division Manager, presented enrollment and attendance statistics for March:</p> <ul style="list-style-type: none">• Enrollment: 101.1% for Head Start; 101.9% for Early Head Start; 101.39% for Early Head Start Child Care Program Partnership #1; and 100% for Early Head Start Child Care Program Partnership #2.• Attendance: 81.99% for Head Start; 81.86% for Early Head Start; 92.19% for Early Head Start Child Care Program Partnership #1; and 82.23% for Early Head Start Child Care Program Partnership #2. <p>Katharine referenced the following key agenda items to be presented during this meeting:</p> <ul style="list-style-type: none">• Planning calendar is up for approval. The planning calendar is CSB's road map for the program year, providing guidance and timelines for key program events.• OHS Director's Video on Serving Families Experiencing Homelessness. <p>Program updates:</p> <ul style="list-style-type: none">• Two Site Supervisors and two Lead Teachers attended a 3-day STEM training and learned engineering concepts to incorporate into the classroom curriculum.• Other fun activities happening at the centers include Open House, Parent Work Day, and Dr. Seuss Birthday with International Mud day coming in June.• The school year for Part Day/Part Year and Home Based programs ends on June 6, 2019. <p>Haydee Ilan, Accountant III and Delphine Smith, Fiscal Subcommittee member, presented the following fiscal reports:</p> <ul style="list-style-type: none">○ 2018-2019 Head Start Program: March 2019 year to date cash expenditures were \$2,578,558 YTD, which represents 16% of the program budget.○ 2018-2019 Early Head Start Program: March 2019 year to date cash expenditures were \$565,516 YTD, which represents 16% of the program budget.○ 2018-2019 Early Head Start – CC Partnership: March 2019 year to date cash expenditures were \$810,446 YTD, which represents 72% of the program budget.○ 2018-2019 Early Head Start – CC Partnership #2: March 2019 year to date cash expenditures were \$1,741,381 YTD, which represents 48% of the program budget.○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of March 2019 were \$19,207.84.○ Child and Adult Care Food Program: March 2019 total meal served including breakfast, lunch, and supplements were 38,005.



Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY																																																																				
Report: <ul style="list-style-type: none">Single Audit Report Year 2018	Haydee Ilan, Accountant III, provided an overview of the Single Audit for FY 2018. External auditors perform countywide audit as a Federal requirement. The Single Audit included all County programs including Head Start and Early Head Start, which are direct programs under the U.S. Dept. of Health and Human Services. There were no findings on programs administered by Community Services Bureau.																																																																				
Action: <ul style="list-style-type: none">Consider Ratification of Approval of Early Head Start Child Care Partnership #2 Continuation Grant	<p>Haydee Ilan, Accountant III, reviewed the Executive Summary Incoming Funds Narrative Statement for the 2019 Early Head Start Child Care Partnership #2 Continuation Grant.</p> <p>BUDGET SUMMARY</p> <table><tr><th>Budget Categories:</th><th>FY 2019-2020 EHS CCP #2 Operation</th></tr><tr><td>Personnel</td><td>\$ 616,136</td></tr><tr><td>Fringe Benefits</td><td>\$ 369,357</td></tr><tr><td>T & TA</td><td>\$ 86,354</td></tr><tr><td>Travel</td><td>\$ -0-</td></tr><tr><td>Supplies</td><td>\$ 50,000</td></tr><tr><td>Contractual</td><td>\$ 502,746</td></tr><tr><td>Other</td><td>\$ 1,939,040</td></tr><tr><td>Sub-Total of Direct Charges</td><td>\$ 3,563,633</td></tr><tr><td>Indirect Costs</td><td>\$ 129,389</td></tr><tr><td>Total Federal Amount Being Requested</td><td>\$ 3,693,022</td></tr><tr><td>Non-Federal Share</td><td>\$ 923,256</td></tr><tr><td>Total Federal and Non-Federal</td><td>\$ 4,616,278</td></tr></table> <p>A motion to ratify the approval of the Executive Committee of the Early Head Start Child Care Partnership #2 was made by Delphine Smith and seconded by Andres Torres. The motion was approved.</p> <table><tr><th colspan="2">Ayes</th><th>Nays</th><th>Abstentions</th><th colspan="2">Not Present</th></tr><tr><td>Andres Torres</td><td>Katie Cisco</td><td></td><td></td><td>Nancy Santos</td><td>Emma Duran</td></tr><tr><td>Delphine Smith</td><td>Esperanza Ortega</td><td></td><td></td><td>Cindy Chiem</td><td>Monica Barajas</td></tr><tr><td>Monica Avila</td><td></td><td></td><td></td><td>Nivette Moore-Mason</td><td>Curtis Royster</td></tr><tr><td>Daisy Templeton</td><td></td><td></td><td></td><td>Damaris Santiago</td><td>Cindy Dolores</td></tr><tr><td>Teresa Rodriguez</td><td></td><td></td><td></td><td>Miguel Gonzalez</td><td>Tiffany Posey</td></tr><tr><td>Priscilla Proteau</td><td></td><td></td><td></td><td>Susana Huizar</td><td>Sarah Dicken</td></tr></table>	Budget Categories:	FY 2019-2020 EHS CCP #2 Operation	Personnel	\$ 616,136	Fringe Benefits	\$ 369,357	T & TA	\$ 86,354	Travel	\$ -0-	Supplies	\$ 50,000	Contractual	\$ 502,746	Other	\$ 1,939,040	Sub-Total of Direct Charges	\$ 3,563,633	Indirect Costs	\$ 129,389	Total Federal Amount Being Requested	\$ 3,693,022	Non-Federal Share	\$ 923,256	Total Federal and Non-Federal	\$ 4,616,278	Ayes		Nays	Abstentions	Not Present		Andres Torres	Katie Cisco			Nancy Santos	Emma Duran	Delphine Smith	Esperanza Ortega			Cindy Chiem	Monica Barajas	Monica Avila				Nivette Moore-Mason	Curtis Royster	Daisy Templeton				Damaris Santiago	Cindy Dolores	Teresa Rodriguez				Miguel Gonzalez	Tiffany Posey	Priscilla Proteau				Susana Huizar	Sarah Dicken
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Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



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	Erica Contreras Lee Ross Veronica Gutierrez				Santos Rodriguez Karla Lara Mariam Okesanya	Dawn Miguel Mayra Rodriguez																																																												
Action: <ul style="list-style-type: none">Consider Approval of Change in Scope Request	<p>Sarah Reich, ASA III, provided an overview of the <i>Change of Scope</i> request for twelve Home Base Program slots. Every year CSB reviews information from the community assessment, waitlist data, and enrollment data to make sure we provide services responsive to the needs of our families. CSB has continued to encounter challenges maintaining full enrollment for the Home Base Program with an average monthly enrollment of eight (8) children only. Our waitlist shows that fewer families are requesting and interested in a Home Base preschool program for their children. Only 0.5% of new applications received since 2018 indicate Home Base a preferred option by families for their children. When looking at Head Start Program Information Report data, we have seen a decline in Home Base services for preschool children. The proposed Change in Scope is to move 12 Head Start slots from Home Base to Center Based and approval by Policy Council is requested.</p> <p>Additionally, CSB has identified the need to switch one part day classroom to a full day-part year classroom at our Verde Children Center due to an influx of families who need full day services.</p> <p>We will also change childcare slots from the following directly operated centers to partner centers due to staff shortage: Balboa and Bayo Vista to KinderCare, and George Miller Concord to First Baptist in Antioch.</p> <p>A motion to approve the Change in Scope Request was made by Delphine Smith and seconded by Teresa Rodriguez. The motion was approved.</p> <table><tr><th colspan="2">Ayes</th><th>Nays</th><th>Abstentions</th><th colspan="2">Not Present</th></tr><tr><td>Andres Torres</td><td>Katie Cisco</td><td></td><td></td><td>Nancy Santos</td><td>Emma Duran</td></tr><tr><td>Delphine Smith</td><td>Esperanza Ortega</td><td></td><td></td><td>Cindy Chiem</td><td>Monica Barajas</td></tr><tr><td>Monica Avila</td><td></td><td></td><td></td><td>Nivette Moore-Mason</td><td>Curtis Royster</td></tr><tr><td>Daisy Templeton</td><td></td><td></td><td></td><td>Damaris Santiago</td><td>Cindy Dolores</td></tr><tr><td>Teresa Rodriguez</td><td></td><td></td><td></td><td>Miguel Gonzalez</td><td>Tiffany Posey</td></tr><tr><td>Priscilla Proteau</td><td></td><td></td><td></td><td>Susana Huizar</td><td>Sarah Dicken</td></tr><tr><td>Erica Contreras</td><td></td><td></td><td></td><td>Santos Rodriguez</td><td>Dawn Miguel</td></tr><tr><td>Lee Ross</td><td></td><td></td><td></td><td>Karla Lara</td><td>Mayra Rodriguez</td></tr><tr><td>Veronica Gutierrez</td><td></td><td></td><td></td><td>Mariam Okesanya</td><td></td></tr></table>						Ayes		Nays	Abstentions	Not Present		Andres Torres	Katie Cisco			Nancy Santos	Emma Duran	Delphine Smith	Esperanza Ortega			Cindy Chiem	Monica Barajas	Monica Avila				Nivette Moore-Mason	Curtis Royster	Daisy Templeton				Damaris Santiago	Cindy Dolores	Teresa Rodriguez				Miguel Gonzalez	Tiffany Posey	Priscilla Proteau				Susana Huizar	Sarah Dicken	Erica Contreras				Santos Rodriguez	Dawn Miguel	Lee Ross				Karla Lara	Mayra Rodriguez	Veronica Gutierrez				Mariam Okesanya	
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Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY
Presentation: <ul style="list-style-type: none">OHS Director's Video	<p>Pam Arrington, Assistant Director, introduced <i>Policy Council as Leaders in Serving Families Experiencing Homelessness</i>, a video presentation by Dr. Deborah Bergeron, Office of Head Start Director. Children and families with unstable living situations benefit greatly from the comprehensive services of Head Start and Early Head Start programs. In this video, Dr. Bergeron suggests ways parent and community leaders can lead the way for greater outreach, enrollment, and support for children and families experiencing homelessness.</p> <p>Following the video presentation, PC representatives and staff engaged in a discussion using the guiding questions suggested by Dr. Bergeron. Michelle Mankewich, CS Homelessness Manager and Tracy Lewis, ASA II, answered/clarified questions while providing additional information as needed.</p> <p>The following resources/handouts to include the following were distributed - <i>Recruitment Flyer for Parents Experiencing Homelessness</i>; <i>Supporting Children and Families Experiencing Homelessness</i>; <i>McKinney Vento Definition of Homelessness</i>; <i>Home at Head Start, Give Every Child a Home at Head Start</i>, <i>Homelessness Tips</i> and the <i>Community Assessment Matrix</i>.</p> <p>Representatives are encouraged to share their enhanced knowledge around family homelessness, including the handouts they received at their center's parent meetings and with others in their communities.</p>
Subcommittee Updates	<p>Advocacy: Delphine Smith shared the information reviewed during their meeting to include Head Start California's Budget proposal for 2019-2020, key legislation bills AB123, AB124, AB125, and AB194, NHSA's Advocacy Tool Kit and additional resources found on the website. In addition, the group reviewed a variety of potential advocacy activities for consideration as to where subcommittee and/or policy council reps could focus energy and attention. The need to get the word out about the benefits of Head Start is a priority for the group. All reps are encouraged to get involved and share ideas on ways to raise awareness; write stories; and start planning with us for HS Awareness Month in October. A central location for sharing advocacy ideas will be provided (CSB web address or telephone number).</p>
Action: <ul style="list-style-type: none">Consider Approval of the 2019-2020 Planning Calendar	<p>Tracy Lewis, ASA III, provided an overview of the 2019-2020 Planning Calendar. The CSB Planning Calendar provides chronological guidance and timelines for critical events such as: reviews, audits, and reports that occur within the program year. The planning calendar ensures continuity within the program as well as throughout the Bureau. Included in the calendar are methods to ensure consultation and collaboration with the program's governing body, policy groups and program staff.</p>



Policy Council Meeting Minutes
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TOPIC	RECOMMENDATION / SUMMARY					
	A motion to approve the 2019-2020 Planning Calendar was made by Delphine Smith and seconded by Andres Torres. The motion was approved.					
	Ayes		Nays	Abstentions	Not Present	
	Andres Torres	Katie Cisco			Nancy Santos	Emma Duran
	Delphine Smith	Esperanza Ortega			Cindy Chiem	Monica Barajas
	Monica Avila				Nivette Moore-Mason	Curtis Royster
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	Erica Contreras				Santos Rodriguez	Dawn Miguel
	Lee Ross				Karla Lara	Mayra Rodriguez
Veronica Gutierrez				Mariam Okesanya		
Action: <ul style="list-style-type: none">Consider Approval of the April 17, 2019 Policy Council Minutes	The minutes of the April 17, 2019, Policy Council minutes were reviewed and no corrections were noted.					
	A motion to approve the April 17, 2019, Policy Council minutes was made by Delphine Smith and seconded by Andres Torres. The motion was approved.					
	Ayes		Nays	Abstentions	Not Present	
	Andres Torres	Katie Cisco			Nancy Santos	Emma Duran
	Delphine Smith	Esperanza Ortega			Cindy Chiem	Monica Barajas
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TOPIC	RECOMMENDATION / SUMMARY
Site Reports	<p>Ambrose:</p> <ul style="list-style-type: none">• Ms. Valerie and Ms. Isabel won the "Dr. Seuss Challenge", receiving an award and books for their classroom.• Ambrose participated in the Community Garden volunteer workday.• Camilla Rand came to visit our center. She enjoyed playing with our tiny infants. She also enjoyed holding them and putting them to sleep.• Parents were given information about a "free bicycle event" in the community. Ms. Lizzette gave 211 Resources to families. <p>CC College:</p> <ul style="list-style-type: none">• Site celebrated Teacher Appreciation week. Parents & children showed appreciation to all of our teachers. It was a great week.• New sod was placed in the playground area, and we will be getting new sheds to store outdoor equipment.• Teachers began to try out 3D art with the toddlers, and they have created their own little projects. They are also doing a project about families by collecting family pictures, drawings from children, and reading books about different types of families.• Parents have come in to read stories to the children about different types of families.• CSB Job opportunities were shared with parents. <p>George Miller Concord:</p> <ul style="list-style-type: none">• May 1, 2019- Parents came with their family members to the Open House. Teachers showed and shared the different photographs of their children working on activities in the classroom.• GMC celebrated Teacher Appreciation Week. Parents and children showed their appreciation of their classroom teachers with flowers, thank you cards and healthy treats.• May 13-17 is Parent Work Week. Parents will share their time to support and help the teachers in working on the classroom environment.• Ms. Katharine Mason, Division Manager visited and engaged with the teachers and children during circle time in classroom 2 and 3.• Ms. Isabel Renggenathen reads books with children in classroom 8A, 8B, 7B, 7C and 4. <p>George Miller III:</p> <ul style="list-style-type: none">• Families and Management celebrated the teachers at GMIII during Teacher Appreciation Week for their hard work and dedication to the families that we serve.• Make Parenting a Pleasure (MPAP) has completed 10 Session so far. GMIII parent meetings have been successful with many parents attending and participating.• GMIII classrooms are in the process of receiving new materials for the children to use inside and outside of the classrooms.• Comprehensive Services Staff added a literature Center to the main offices located upstairs at GMIII.• Lifelong Dental Van visited the center and provided dental services for children in need.



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	<ul style="list-style-type: none">• Friday Flyers are handed out weekly to parents encouraging families to take advantage of fun and educational resources happening in the surrounding communities. <p>Las Deltas:</p> <ul style="list-style-type: none">• During May 6-10, we celebrated the teaching Staff during Teacher Appreciation week. Many of the parents just gave a warm thank you to their child's caregiver.• The preschool classroom received new board games that the children enjoy playing every day.• The preschool class planted seeds and are learning about how plants grow. For Mother's Day each child gave a beautiful plant to their mom.• The infants and toddlers made wonderful cards with their had prints and a wonderful poem, for each of their moms for Mother's Day.• Katharine Mason, Division Manager visited the center and enjoyed circle time with the preschool classroom. She also played one of the broad games with a few children.• Staff shared workshops and weekend family activities with Las Deltas families. <p>Los Arboles:</p> <ul style="list-style-type: none">• Site celebrated Teacher Appreciation Week, parents wrote thank you notes of appreciation to their classroom teachers. Teachers received flowers and thank you cards.• New carpet was installed in the office and teachers room.• Staff & parents are working on beautifying the yard and sandbox.• Kindergarten field trip is planned. Children and parents will be able to see what a kindergarten classrooms looks like.• Open House will be held on May 16th, parents will be reading stories to the children.• Children going to kindergarten will receive backpacks filled with kindergarten school supplies. <p>Los Nogales:</p> <ul style="list-style-type: none">• Los Nogales' Teacher Appreciation Week was very nice. The families & children brought flowers, made cards, and brought snacks or lunch for the teachers. The celebrated week was a success and the teachers felt appreciated.• Brentwood Housing Authority came and did major grounds maintenance. They cut down all the overgrown bushes, trees and grass. It looks refreshing.• Room 1 is working on kindergarten readiness and room 2 is doing a baby project.• Judy Ventling will be our guest for this month's Parent Meeting and will provide training in CPR/First Aid.• Friday Flyers sharing resources for Adult and Parent Training community and youth resources, and job opportunities.• Los Nogales Open House was held this month. We allowed time for parents to discuss or inquire about their child. We served fresh fruit salad and ice water.



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	<p>Riverview:</p> <ul style="list-style-type: none">• Community Care Licensing conducted an annual visit and there were no deficiencies.• Children going to Kindergarten are enrolled and excited to start their new school.• The Site continues to receive new classroom and outdoor materials to keep the children happy and busy.• A parent volunteer (Father) cleared weeds and trimmed trees at the site.• Special projects: Room 2 – Gardening; Room 1AM – Books; and Room 1PM – Vehicles.• CSU East Bay Nursing Students concluded their semester for this year, teaching the children many valuable lessons pertaining to health while working with them.• Ms. Isabel stopped by to acknowledge Teachers for Teacher Appreciation Week.• Teaching Staff attended Teaching Pyramid Symposium, 25th Annual Early learning Conference, and Preventative Health and Safety training. <p>Verde:</p> <ul style="list-style-type: none">• Children and staff are involved in kindergarten transition projects.• Children will visit kindergarten classrooms on May 15-16.• Reading Buddies - Verde 6th graders continue visiting the classroom to read stories with the children.• Lindsey Wildlife Museum visited the classrooms and brought a few animals for the children to pet and learn about them.• Cecilia Valdez from Tandem was our guest reader for story time.	
Announcements	<p>Pam Arrington, Assistant Director, thanked the participants and shared the following announcement:</p> <ul style="list-style-type: none">• Spring Family Newsletter have been distributed to all centers – be sure to pick one up if you have not already done so.• Featured Resources to take home and share are available to include information about the Early Childhood Education Work Study Program; Kids Fest in Concord, Coffee & Conversation at the local Libraries; and the Verde Family Fair in Richmond.	
Meeting Evaluation	<p><u>Pluses / +</u></p> <ul style="list-style-type: none">• Good information• Ending early	<p><u>Deltas / Δ</u></p> <ul style="list-style-type: none">• Not enough parents but we appreciate those who attended